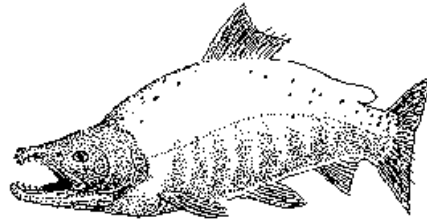


**Federal Office of
Subsistence Management
Fishery Information Services**

Alaska Region



***GUIDELINES FOR PREPARING
PRE-PROPOSALS FOR FISHERY INVESTIGATIONS***

Introduction

The purpose of these guidelines is to assist potential investigators prepare pre-proposals for projects that address high priority information needs related to the subsistence fisheries management within federal conservation units (e.g., Fish and Wildlife Service National Wildlife Refuges, National Parks and Preserves, U.S. Forest Service National Forests) in Alaska. Understanding the process used to develop and administer this program will be helpful to investigators in the preparation of their pre-proposals. Below is a description of the steps used for the Year 2001 Fisheries Resource Monitoring Program.

1. **Identification of information needs (February – May).** Rural subsistence users, rural fisheries resource organizations, tribal governments, state and federal fisheries resource agencies, and other stakeholders identified federal subsistence fisheries management issues and related information needs during the winter meetings of the Federal Subsistence Regional Advisory Councils (RAC's). Each RAC during this meeting assessed information needs for the subsistence fisheries management. RACs each year will identify to the Federal Subsistence Board (FSB) subsistence fisheries issues that should be addressed by the resource monitoring program implemented by Fishery Information Services (FIS). A summary of last winter's meetings is in the document entitled *Issues and Information Needs of the Federal Subsistence Fisheries Monitoring Program* and is available from Fisheries Information Services, Office of Subsistence Management, 3601 C Street, Suite 1030, Anchorage, AK 99503.
2. **Pre-proposals requested (May 15 - September 15).** A request for pre-proposals to potential investigators will be extended to regional organizations, tribal groups, local communities, village councils, state and federal agencies, and other groups. After review and evaluation of pre-proposals (**by October 15**) some investigators will be requested to develop full proposals for funding consideration.
3. **Full project proposals submitted by November 15.** Full project proposals describe in detail the study or work to be conducted. Fishery Investigation Proposals will be reviewed technically and for their contribution to the annual resource monitoring program.

4. **Draft Annual Fishery Resource Monitoring Plan prepared and reviewed (December 15 – February 15).** Fishery project investigation proposals will be organized by region into an Annual Resource Monitoring Plan and distributed for review and comment to the RAC's, tribes, other organizations, agencies and the general public. A state-wide RAC conference will be held in late January or early February.
5. **RACs provide recommendations to the Federal Subsistence Board (February 15, 2001).** Regional Councils will make final recommendations about annual monitoring plan during a state-wide RAC conference held prior to the February Federal Subsistence Board meeting.
6. **Federal Subsistence Board Approval by end of February.** Only upon approval of the full proposal by the FSB will funds be provided for project implementation. Project investigators will be notified in early March.

Pre-Proposal Selection

The information provided in the pre-proposal will be evaluated based on information provided within the document entitled *Ranking Factors for Federal Subsistence Fisheries Projects* (available from Fisheries Information Services) and will provide the basis for determining:

- that the project addresses subsistence fisheries management issues associated with the data/information needs, and
- that the investigator has the technical and administrative capability to conduct the work.

Pre-proposals should summarize the specific ways in which the proposed project will contribute to building the capacities and expertise of agencies, local communities and residents participating in rural subsistence fisheries management in their region. Partnerships among agencies, local communities, tribes and regional fisheries organizations will be encouraged.

Submission Deadline

Investigators are to submit their pre-proposals by **September 15, 2000** to:

Fishery Information Services
Office of Subsistence Management
U.S. Fish and Wildlife Service
3601 C Street, Suite 1030
Anchorage, Alaska 99503

If you have questions or need assistance preparing a pre-proposal, please contact Fishery Information Services. Phone: 1-800-478-1456 E-mail: taylor_brelsford@fws.gov

The next three pages describe the content that should be included in the pre-proposal. An example follows these pages.

Pre-proposal Format

Pre-proposals contain two sections:

- 1.) A description of the proposed project and
- 2.) Information about the capability of the proposal investigator(s) to successfully conduct the work.

The pre-proposal only provides a brief summary of the information that would be requested in a full project investigation proposal. Each section of the pre-proposal should be no more than one page in total length using no smaller than a #11 Font with single space text. An electronic copy of the pre-proposal should be provided if possible.

The following items should be included in this order.

Project Description (page1)

Project Title:

Investigator(s):

Total Cost: _____

Project Dates: _____

Geographic Area:

Information Type:

Issue Addressed:

Objectives:

Project Description:

**Consultations Completed/
Potential for Capacity Development:**

Deliverables/Products:

Estimated Costs:

Performance Ability (page 2)

FY2001 Subsistence Fisheries Project Pre-Proposal – Page 1

Title: Use a short, descriptive title that captures the study's purpose or goal.

Investigator(s): Include name(s), agency or organization, address, phone number, and email (if available).

Total Cost: _____ **Project Dates:** _____ (begin, end)

Geographic Area: List the region or regions or "statewide" where project the will be conducted (see Appendix 1 map of regions).

Information Type: Traditional Ecological Knowledge (TEK), Subsistence Fishery Harvest, or Stock Status/Trends (Pick one of these three types. If the investigator is interested in studying for example both the stock status of a species and its harvest, then develop two separate pre-proposals).

Issue Addressed: Identify the specific subsistence fisheries management issues and/or data needs identified by the Regional Advisory Councils and the Federal Subsistence Board that the project will address. Describe how the study relates to these subsistence fisheries management issues.

Objectives: Describe the project objectives that will be achieved. Establishing project objectives may vary depending on the type of information being obtained (e.g., mark recapture population estimation vs. harvest monitoring). Specify the study objectives in the sequence they will be completed.

Project Description: Provide a concise overview of proposed methods and activities. Careful thought should go into the study design, data collection procedures, analytical methods, and time frames.

Consultations Completed/Potential for Capacity Development: Provide summary of planned or ongoing local consultation with rural communities, tribes, organizations and/or agencies and potential for capacity development activities. When several agencies or organizations are participating, the proposal should identify the roles of each participant, and the lead participant accountable. Attachment of letters of support for a project strengthens a pre-proposal.

Deliverables/Products: Provide concise description of type of reports, investigation data/information, and products (e.g., textual reports, data bases, electronic files) that will be provided.

Estimated Costs. Provide an overview of proposed cost totals for each partner participating in the investigation in the tabular format shown below.

Year	Non-agency	Federal Agency	Federal Local Hire	State Agency	State Local Hire	Total
2000						
2001						
2002						
Total						

FY2001 Subsistence Fisheries Project Pre-Proposal – Page 2

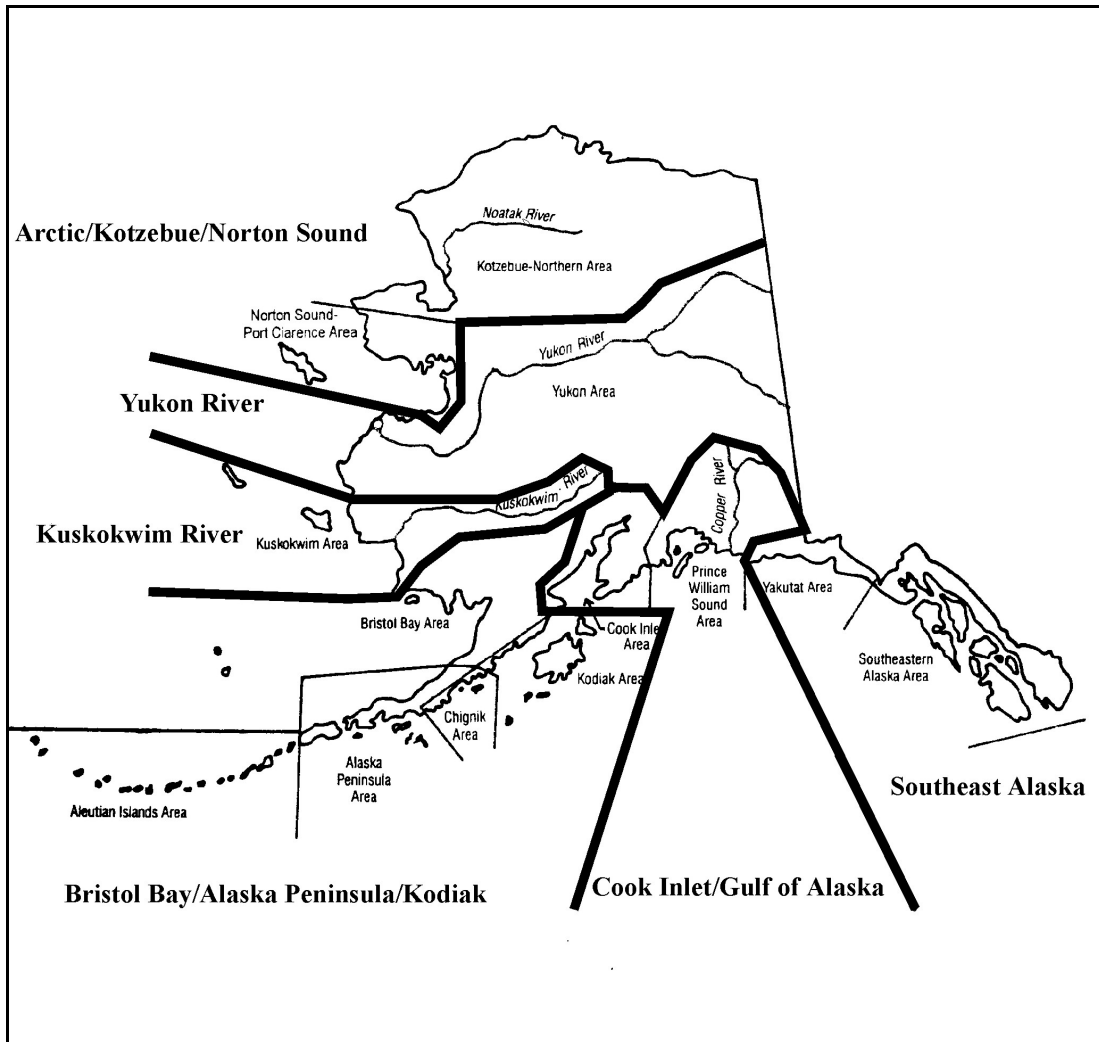
Performance Ability: Page 2 of the pre-proposal should briefly summarize the investigator(s) and/or organization's experience in performing similar work as identified in this proposal.

Past reports or professional journal articles by the investigator(s) relevant to this proposal should be cited here. Unpublished work should be briefly described as it relates to the investigator's or organization's ability to accomplish the objectives. Describe field capabilities to carry out the study when particular equipment or technologies are essential components to conducting a study (e.g., cultural and community knowledge, sonar equipment, shop facility for weir fabrication, drift gillnet boats). Other evidences of performance ability may be attached as an appendix to the pre-proposal.

Investigators capability to provide information will be evaluated based on:

1. History of investigator's current performance on past projects.
2. Individual qualifications of each investigator and their role in the investigation.
3. Technical and administrative expertise of an organization to complete work.
4. Summary of experience
5. Past reports and articles
6. Field capabilities
7. Other experience or ability

Appendix 1. – Six geographic regions used by the federal subsistence fisheries monitoring program. Region name where proposed projects will be conducted should be entered after Geographic Area: in the pre-proposal.



EXAMPLE

FY 2001 Subsistence Fisheries Project Pre-proposal – Page 1

Title: Copper River subsistence salmon fishery evaluation

Investigator(s): James Fall Ph.D. (267-2359) Alaska Department of Fish and Game, Division of Subsistence, 333 Raspberry Road, Anchorage, Alaska 99518, Copper River Native Association, Drawer H Copper Center, Alaska 99573 (822-5241), Mt. Sanford Tribal Consortium, Chistochina, Alaska (822-5399)

Total Cost: \$108,000.

Project Dates: May 1, 2000 - March 30, 2001.

Geographic Area: Gulf of Alaska

Information Type: Traditional Ecological Knowledge

Issue Addressed:

1. Long term changes in the ecology of Copper River salmon through the documentation of traditional ecological knowledge.
2. Potential changes in the salmon fishery in light of new state regulatory classifications.
3. Current trends and characteristics of the subsistence fish wheel fishery.

Objectives:

1. Record the traditional knowledge of Ahtna elders and other residents of the region as related to the ecology of Copper River salmon.
2. Using quantitative and qualitative methods assess the potential effects of the regulatory reclassification by the Alaska State Board of Fisheries of the personal use dip fishery to a subsistence fishery.
3. Using similar methods assess the current trends and characteristics of the subsistence fish wheel fishery by describing and analyzing the relationship between fish wheel owners, fish wheel users, and the number of permits issued, document current harvest levels, local observations of abundance, location of effort, and issues of displacement.

Project Description: Ahtna residents of the upper Copper River indicate a number of changes in the ecology of salmon stocks. For instance, local people have observed that salmon are no longer found in some small tributaries. This project will assess long-term changes in the salmon stocks in the Copper River by using interviews with Ahtna elders. This project will also identify current changes in the fishery by documenting local observations of abundance, effort and issues of displacement and comparing those observations to quantitative measures of participation and harvests. Fishery performance in the subsistence fish wheel fishery will be evaluated using two case studies of specific fishing areas: the Chitina Airport and Copperville. Interview topics will focus on issues of crowding, and the migration of dipnet fishers into the upriver subsistence fishery.

Consultations Completed/Potential for Capacity: Staff from the Division of Subsistence has consulted with staff from the Copper River Native Association, the Mt. Sanford Consortium, the Village of Chistochina, the National Park Service, and U.S. Forest Service. Each of these organizations has reviewed a project summary. Local hire will provide the opportunity for capacity development.

Deliverables/Products: In collaboration with tribal entities, Subsistence Division staff will prepare a written report that will include a discussion, analysis, and summaries of both the qualitative and quantitative data collected during the research phase.

Estimated Costs:

Year	Non-Agency	Federal Agency	Federal Local Hire	State Agency	State Local Hire	Total
2000	40,000	0		53,000	15,000	108,000
2001	0	0	0	0	0	0
2002	0	0	0	0	0	0
Total	40,000	0	0	53,000	15,000	108,000

EXAMPLE

FY 2001 Subsistence Fisheries Project Pre-Proposal – Page 2

Performance Ability: The Division of Subsistence has conducted socio-cultural research and subsistence harvest assessments on the Copper River since the early 1980s. Following is a list of technical papers produced by the division regarding the Copper River fishery. Members of the subsistence staff have conducted anthropological fieldwork in the area since the late 1970s. In 1996 the division conducted a study of the subsistence fishery in cooperation with the Copper River Native Association that resulted in a report on the fishery presented to the Alaska Board of Fisheries. This research included interviewing Ahtna and non-Native participants in the fishery, collecting traditional knowledge from elders and compiling mapped data and archival material on the fishery.

Fall, James A. and Lee Stratton

1984 *The Harvest and Use of Copper River Salmon: A Background Report*. Technical Paper No. 96.

Stickney, Alice A. and Paul Cunningham

1980 *Report on the Survey of Permit Holders in the Copper River Subsistence Fishery, 1979*.
Technical paper No. 36

Stratton, Lee

1981 *The Dipnet and Fishwheel Fisheries of the Copper River, 1982*, Technical Paper No. 37

Stratton, Lee and Susan Georgette

1984 *The Use of Fish and Game by Communities in the Copper River Basin, Alaska: A Report on a 1983 Household Survey*. Technical Paper No. 107

Simeone, William E. and James A. Fall

1996 *Patterns and Trends of the Subsistence Use of Salmon on the Copper River. Report to the Alaska Board of Fisheries*.